



United States
Department of
Agriculture

Agricultural
Marketing
Service

STOP 0249- Room 2092-S
1400 Independence Avenue, SW.
Washington, DC 20250-0249

May 2003

**NOTICE TO THE TRADE
FOR
GROUND BEEF SUPPLIERS**

**SPECIFICATION REQUIREMENTS AND
TECHNICAL DOCUMENTATION WORKSHOP
MAY 22, 2003
KANSAS CITY, MISSOURI**

The Livestock and Seed (LS) Program is conducting a workshop to provide Ground Beef Suppliers a detail understanding of the requirements of the new ground beef specification, Technical Requirements Schedule (TRS) - GB 2003, for school year 2003-2004 purchases and also to provide training in proper preparation of technical proposals. The new specification will go into effect when purchasing begins this summer for the upcoming school year. Purchases under TRS-GB-2003 require the submission of technical proposals for approval prior to submissions of cost offers.

The topics discussed during the workshop will be beneficial to quality assurance personnel or production managers who are responsible for developing technical proposals, quality control manuals, and documentation of product processing steps for product destined to recipient agencies in Federal food and nutrition programs. The workshop will also benefit other personnel who are involved in the production or contracting process. A copy of the Agenda is attached.

The workshop will be conducted on May 22, 2003, (Thursday) from 7:30 a.m. to 5:30 p.m. at the Hilton Kansas City Airport, Kansas City, Missouri. Interested participants are asked to complete and submit the attached Supplier Workshop Registration form by May 15, 2003.

If further information concerning the workshop is needed, please contact Sue Olson on (202) 720-2650.

/s/ Duane Williams (5-12-03)
Duane Williams
Contracting Officer
Livestock and Seed Program

Attachments

USDA, AMS, LS Program

Ground Beef Specification and Technical Documentation Workshop For Ground Beef Purchase Program - School Year 2003-2004

Workshop Objective: This workshop will provide the attendees with a detailed understanding of the new ground beef specifications and the salient information that is required in technical proposals that must be submitted to the LS Program Commodity Procurement (CP) Branch for the upcoming school year to become an eligible supplier.

Agenda:

7:00 – 7:30 a.m. - Registration

7:30 – 8:00 a.m. - Opening Remarks, Introductions, and Contractual Overview - CP

Branch -- Commodity Procurement Branch official will provide an overview of contractual requirements planned for ground beef purchases for school year 2003-2004.

8:00 – 10:15 a.m. – Specification Requirements – Standardization Branch

Standardization Representative will discuss the requirements of the Technical Requirements Schedule (TRS).

10:15 – 10:30 a.m. – Break

10:30 – 12:00 noon – Technical Proposal Training & Statistical Process Control (SPC) – Standardization Branch

This session will provide the guidance on the information contained in a technical proposal. We will discuss flow-charting, cause and effect analysis, SPC diagrams, capability analysis, and charting management responsibility and production processes from raw material procurement through resolution of consumer complaints. Standardization Branch Representatives will discuss the tools needed to measure process performance. Subjects include: Definition of Process, Attribute (qualitative) and Variable (quantitative) Data Management, and Process Capability

12:00 -- 1:00 p.m. - Lunch

1:00 – 2:00 p.m. – Continue Technical Proposal Training & Statistical Process Control (SPC) – Standardization Branch

2:00 – 2:45 p.m. – Exercise Handout

An exercise handout will be provided to participants that will allow them to develop a plan to meet a specific specification requirement i.e., metal detection. The exercise will be reviewed by LS staff and feedback will be provided to participants after the break.

2:45 - 3:00 p.m. - Break

3:00 – 4:00 p.m. – Review and Discuss Exercise Handout (Standardization)

4:00 – 5:00 p.m. – Verification/Monitoring– Audit Review and Compliance Branch and Meat Grading and Certification Branch

This is a chance for attendees to become familiar with the verification methods used to assure compliance with approved documents under Announcement LS-2. Discussion will involve product certification, audit verification, and self-verification programs.

5:00 – 5:30 p.m. – Wrap-up/Feedback Session

REGISTRATION FORM

LIVESTOCK AND SEED PROGRAM BEEF TECHNICAL DOCUMENTATION WORKSHOP May 22, 2003

For lodging reservations, call (816) 891-8900 and request Livestock and Seed Conference rate.

Note: The Hilton provides a 24-hour shuttle service to and from the KCI Airport

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Fax this registration form to Endrea White at: (202) 720-9538 by May 15, 2003

COMPANY NAME: _____

MAILING ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

BUSINESS PHONE: _____

PARTICIPANTS:

FIRST AND LAST NAME, TITLE, TELEPHONE NUMBER

Questions/Comments for discussion:

Hilton Kansas City Airport

NORTH

Take I-29 South to Exit #12 (112th Street).
Turn left, go under the highway. Turn right into the parking lot.

SOUTH

Take I-35 North to I-29 North to Exit #12 (112th Street).
Turn right, then turn right into the parking lot.

EAST

Take I-70 West to I-435 North. Follow I-435 North to KCI Airport Exit.
Stay in the left lane on the KCI Airport Exit.
Turn left at Ambassador Drive to 112th Street.
Go through the intersection at 112th Street,
Then turn right into the parking lot.

WEST

Take I-70 East to I-35 North to I-29 North, Exit #12 (112th Street).
Turn right on Ambassador, then turn right into the parking lot.